

**COLLEGIANS' HARRIERS  
CONSTITUTION  
(As Amended 19 August 2014)**

**1. NAME**

The name of the club shall be "Collegians' Harriers", hereinafter referred to as "the Club".

**2. PARENT BODY**

The Club shall be an independent section of "Collegians' Club, Pietermaritzburg", hereinafter referred to as "Collegians' Club".

**3. AFFILIATION**

The Club shall be affiliated to, and subject to the jurisdiction of, KwaZulu Natal Athletics and Athletics South Africa.

**4. CLUB COLOURS**

- a. **TOP:** White – with 50mm hoops of Red and Black, 50mm apart, immediately below the armholes. The Club badge, 90mm high, shall be placed above the red hoop on the left-hand side of the front. The letters "PMB", 10mm high, shall be placed below the badge. The words "COLLEGIANS' HARRIERS", printed in 20mm high black upper-case "frankfurter" letters, shall be placed one below the other above the red hoop on the right-hand side of the front and in the centre of the back.
- b. **SHORTS:** Black

**5. LEGAL PROCEEDINGS**

The Club may sue and be sued in the name of its President in any Court of Law in the Republic of South Africa, and all processes of law, notices and the like shall be regarded as sufficiently served on the Club, except such as may be incurred through personal negligence or default.

**6. OBJECTIVE**

The Objective of the Club shall be to develop, promote and maintain all forms of Athletics

**7. MANAGEMENT**

7.1 The Management of the Club shall be vested in a Management Committee, which shall consist of the following elected members.

1. President
  2. Vice President
  3. Secretary
  4. Treasurer
  5. Road Race Coordinator
  6. Club Captain
- a. Management Committee Meetings, which require 7 days notice, shall be convened by the Secretary as follows:
    1. When instructed by the President
    2. When requested by two Management Committee Members
  - b. A quorum shall be four (4) Members of the Management Committee
  - c. In the event of a Management Committee Member absenting themselves from three consecutive management Committee Meetings they shall, at the discretion of the remaining Members, cease to hold office
  - d. The Management Committee shall not be held personally liable for any loss suffered by themselves in the execution of their duties, except such as may be incurred through their own negligence or default
  - e. The Chairperson shall, on the event of an equality of votes, have a second or casting vote at all Management Committee Meetings
  - f. The Management Committee shall, in addition to the Management of the Club:
    1. Hear and decide on appeals from Members

2. Suspend, as a Member, for a time or permanently, any Member who does not adhere to this Constitution or the Rules of the Club
3. Decide upon the dates for social functions, Athletics Meetings and Races to be staged by the Club
4. Be empowered to appoint sub-committees, but not be bound by any sub-committee decision
5. Be empowered to fill any vacancy within its number

7.2 The Management Committee may at their discretion, co-opt any of the following sub-committees and ex-officio members or assume the responsibilities for themselves.

a. **SUB-COMMITTEES**

1. **ROAD RACE COMMITTEE MEMBERS**

b. **EX-OFFICIO MEMBERS**

1. ROUNDUP MAGAZINE EDITOR
2. LICENCE ADMINISTRATOR
3. MEMBERSHIP ADMINISTRATOR
4. SOCIAL FUNCTIONS ADMINISTRATOR
5. HERMANS DELIGHT ADMINISTRATOR
6. DEVELOPMENT ADMINISTRATOR
7. REPRESENTATIVE TO COLLEGIANS' CLUB

**8. DUTIES OF THE OFFICE BEARERS**

The duties of the Office Bearers elected under Clause 7 shall be:

**8.1 Management Committee**

**a. President**

The President shall:

1. Act as Chairperson at all General and Management Committee Meetings
2. Present prizes on behalf of the Club
3. Represent the Club at social functions

**b. Vice President**

The Vice President shall, in the absence of the President, act in place of the President

**c. Secretary**

The Secretary shall:

1. Perform all the General Secretarial and Administrative duties of the Club
2. Keep all the Minutes and correspondence of the Club

**d. Treasurer**

The Treasurer shall:

1. Record all financial transactions of the Club
2. Submit a duly audited Income Statement and Balance Sheet to the Annual General Meeting for the year ended 30 September
3. Oversee Club membership and Licensing

**e. Road Race Coordinator**

The Road Race Coordinator shall:

1. Attend Management Committee Meetings and shall assist in the management of the Club.

**f. Club Captain**

The Captains shall generally promote the objective of the Club as defined in Clause 6, conduct the General Administrative duties and assist with the organizing of any Athletics or social events in their respective sections and shall liaise with the Management Committee of the Club

**8.2 Sub-Committees**

**a. Road-Race Committee**

The Road-Race Committee shall consist of at least six (6) members of the Club and shall organize all road races staged by the Club. The Road Race Committee shall record all their own financial transactions and shall submit regular budgets and income and expenditure accounts to the Treasurer of the Club.

**8.3 Ex-officio Members**

The ex-officio members shall report to the appropriate committee members.

- a. **Round-Up Magazine Editor**  
The Round-Up Magazine Editor shall edit and collate all articles submitted for publication, submit duly edited Master Copies for printing and distribute the completed Round-Up magazine in the first week of each month.
- b. **License Administrator**  
The License administrator shall control the issuing of KwaZulu Natal Athletics Licences to the Members of the Club, carry out all registration of Athletes and liaise with KwaZulu Natal Athletics.
- c. **Club Membership Administrator**  
The Club Membership Administrator shall be responsible for managing and updating the club membership databank.
- d. **Social Functions Administrator**  
The Social Functions Administrator shall organize all social functions of the Club, chair all Social Function Sub-Committee Meetings and liaise with the Management Committee of the Club
- e. **Herman's Delight Administrator**  
The Herman's Delight Administrator shall be responsible for the weekly running of the Club's official time trial, recording of the names, times and finishing positions of all runners, submissions of the results to the local press for publishing and administration of the Time Trail Incentive Scheme and Duty Roster
- f. **Development Administrator**  
The Development Administrator shall organize all Development activities, Chair all Development Sub-Committee Meetings and liaise with the Management committee of the Club and KwaZulu Natal Athletics
- g. **Representative to Collegians' Club**  
The representative to Collegians' Club shall:
  1. As an observer, attend meetings of the Executive Committee of Collegians' Club
  2. Liaise with and represent the interests of the Club to the Executive Committee of Collegians' Club

## 10. **FINANCE**

All investments and withdrawals of Club Funds shall be on the authority of the Management Committee with any two of the following signatories:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

## 11. **AUDITOR**

The Auditor of the Club shall be appointed at the Annual General Meeting and shall duly audit the Annual Financial Statements submitted by the Treasurer for the year ended 30 September.

## 12. **MEMBERSHIP**

- a. Membership shall be divided into the following Categories:
  1. Senior Members
  2. Junior Members (under the age of 20 years on 31 December in the year of competition)
  3. Honorary Members (renewable annually at the discretion of the Management Committee)
  4. Honorary Life Members
  5. Non-competitive Members, that is, Members who wish to retain their membership of the Club, but who will not participate for the club in any athletics events whatsoever. Non-competitive Members will not be issued with a KwaZulu Natal Athletics license number.
- b. Application for Senior Membership shall be proposed and seconded by any two Senior Members of the Club, and shall be on the prescribed form. Application for Junior Membership shall be proposed by one Senior Member or two Junior Members of the Club. Such application may be provisionally approved by any two Management Committee Members and ratified at the next Management Committee Meeting. Application to Collegians' Club shall be on the prescribed

form. Such application shall only be submitted once application to the Club has been approved by the Management Committee

- c. Nominations for Honorary and Life Honorary Membership can be submitted by any member in good standing to the Management Committee for approval and nomination at the Clubs Annual General Meeting.

**13. FEES PAYABLE**

- a. The annual Club Membership subscription fee, for all categories of Membership, shall be decided by majority vote of Members present and voting at the Annual General Meeting.
- b. The Annual Club Membership Subscription fee and KwaZulu Natal Athletics license fee shall fall due on 30 November, as well as the Annual Membership Subscription fee of Collegians' Club
- c. If by 28 February a Member's Subscription Fees have not been paid, their Membership shall lapse
- d. The subscription fee of Members may be reduced at the discretion of the Management Committee, including, but not limited to:
  - Members admitted to the Club after 31 May,
  - Subsequent Members of bona-fide families,
  - Members from less privileged backgrounds,
  - Honorary Members

**14. LICENCES**

The Subscription Fees as set out in Clause 13 (a) and (b) shall exclude the license fee payable to KwaZulu Natal Athletics

**15. CLUB YEAR**

The Club's year shall end on 30 September.

**16. RESIGNATIONS**

Any Member wishing to resign from the Club from the Club shall notify the Secretary in writing, pay all monies due to the Club and return all property of the Club in their possession. No Member shall join another Athletics Club whilst still a Member of the Club, or until clearance from the club has been obtained

**17. VOTING POWERS**

Every Member, 18 years and over, in good standing, shall be entitled to one vote at all General Meetings

**18. MEETINGS**

- a. The Annual General Meeting shall be convened no later than 31 December. At this meeting the duly audited Annual Financial Statements for the year ended 30 September shall be presented by the Treasurer.
- b. A special General Meeting shall be convened by the Secretary on the written application of:
  1. The President
  2. Two Management Committee Members, or
  3. Seven Members of the ClubSuch application shall include an Agenda for the Meeting to be convened
- c. Fourteen days written notice shall be given by the Secretary to convene an A.G.M. and 21 days to convene a Special General Meeting
- d. Only those items appearing on the Agenda for the Meeting shall be discussed at the Meeting
- e. A quorum for all General Meetings shall be 10% (ten percent) of the membership of the Club determined as at the financial year end. Members present must be eligible to vote in terms of Clause 17. Should a quorum not be present at a General Meeting, such Meeting shall be adjourned to the same day, time and venue, 14 (fourteen) days hence, and notice thereof shall be posted immediately to all Members. Should there not be 10% (ten percent) of the membership of the Club present at such a reconvened meeting, the Members present shall constitute a quorum and may proceed to conduct the business of the meeting, and any resolutions passed at such meeting shall be valid.
- f. All resolutions put to a General Meeting shall be decided by a majority of votes, except as set out in clause 19(b)
- g. Voting shall be by a show of hands or, at the discretion of the Chairperson or when insisted upon by two Members present, by ballot
- h. Election of Office Bearers shall be by a show of hands or, at the discretion of the Chairperson or when insisted upon by two Members present, by ballot
- i. The Chairperson shall, in the event of an equality of votes, have a second or casting vote at all General Meetings

**19. AMENDMENTS TO THE CONSTITUTION**

- a. Proposed amendments to this Constitution may be submitted either by the Management Committee or by any two Members of the Club. Such proposed amendments shall be submitted to the Secretary at least 30 days prior to the General Meeting
- b. All amendments to this constitution shall be passed by two-thirds majority of Members eligible to vote at the Meeting at which the proposed amendment is submitted
- c. Any amendment to this constitution may only be made at a Special General Meeting or at the Annual General Meeting

**20. MATTERS NOT COVERED IN THE CONSTITUTION**

The Management Committee shall be empowered to deal with any matter not specifically provided for in this constitution.

**21. CLUB DEFUNCT**

Should the Club, at any time, become defunct, the assets of the Club shall be vested in Collegians' Club